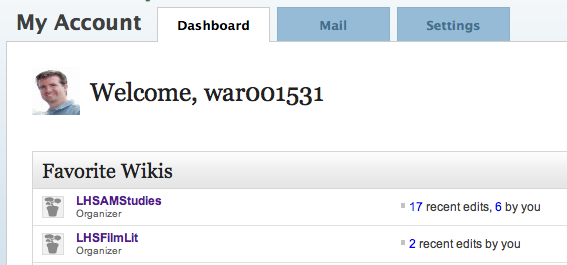


Making Changes and Uploading to the Class Wiki

We will be using the class wiki A LOT this year. Please become familiar with how you (as a member) can make changes and upload documents to it.

**TO CHANGE CONTENT on PAGES**

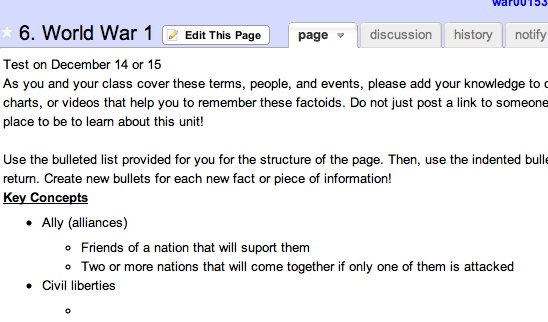
**Step 1**: Go to [www.wikispaces.com](http://www.wikispaces.com).

**Step 2**: Sign in (using the login information you have already created).

**Step 3**: Select the **wiki** that you are following that you would like to modify.

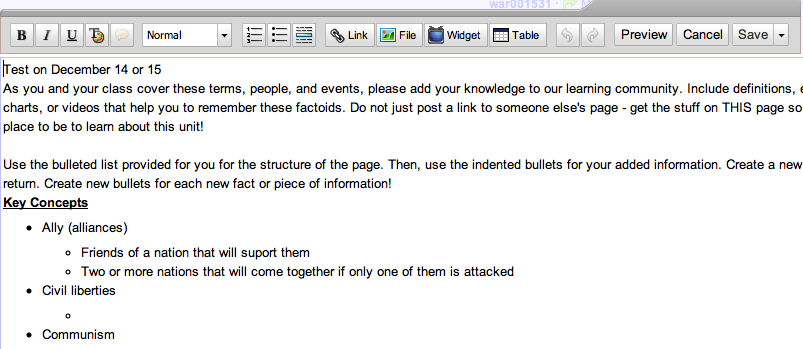
**Step 4**: Select the **page** that you would like to modify or upload a file to.

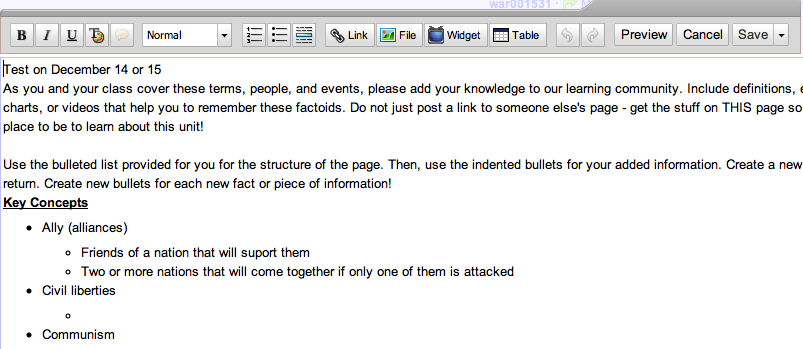
**Step 5**: Click on “Edit This Page”

**Note**: If you cannot click on this button (It might say “Protected”), then you have not properly “Joined this wiki.” Find that button to the left, click it, and the organizer will approve you. THEN you can click the “Edit This Page” button.

**Step 6**: The wiki page can now be edited just like a Word document. Click to the place that you’d like to add information and….add it. You can change font sizes, styles, etc.

**Step 7**: Click SAVE in the upper-right corner or your changes and additions will NOT be saved!

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To Upload Files

To Link to Websites

**TO UPLOAD DOCUMENTS TO the WIKI**

**Follow steps 1 – 6 from above.**

**Step 7:** Click on “File” at the middle top.

**Step 8**: Click “+ Upload Files” in the upper-right of the inset box.

**Step 9**: Find the file you’d like to upload (like and email attachment)

**Step 10**: The file with then appear in the file box to the left. Click on that to insert it into the wiki’s page.

**Step 11**: Click SAVE in the upper-right corner or your changes and additions will NOT be saved!

**TO MAKE A LINK on the WIKI**

**Follow steps 1 – 6 from above.**

**Step 7**: Pull up the website address that you’d like to link the wiki to **in a new tab**.

**Step 8:** Copy the URL address of that site.

**Step 9**: Write text on the wiki that will be shown.

**Step 10**: Highlight the text you just wrote.

**Step 11**: Click on “Link” at the top of the page

**Step 12**: Click on “External Link” (The text you typed and highlighted should be IN that box now.

**Step 13**: Paste the copied link into the address box.

**Step 14**: Click on “Link” at the bottom of the box.

**Step 15**: Click SAVE in the upper-right corner or your changes and additions will NOT be saved!